



**CARROLL COUNTY RSVP
RETIRED & SENIOR VOLUNTEER PROGRAM**

**P.O. Box 1182, North Conway, NH 03860
Tel: 603-356-9331
Fax: 603-356-9322**

CONFIDENTIALITY STATEMENT

It is important to the Carroll County RSVP Volunteer Program to maintain confidentiality of private information relating to your RSVP volunteer placement. During the course of your volunteer activities you may come across confidential information about the people, services, and organization you volunteer with. Discussing or sharing confidential information on a casual basis at your volunteer site, in your home, or in public violates privacy. Any questions regarding confidentiality should be directed to the volunteer site supervisor or RSVP Program Director.

- Confidential information includes but is not limited to:
- Written records, documents, forms, messages
- Electronic files, emails, software content
- Casual conversations, meetings, phone calls, verbal messages
- Personal information about clients, patients, participants, students, staff, volunteers
- Information on volunteer site operations, financials, and activities

CONFIDENTIALITY AGREEMENT

During the course of activities as an RSVP Volunteer, I understand that it is my legal and ethical responsibility to keep confidential all information that relates to my RSVP volunteer activities. I understand that if I breach confidentiality, whether intentional or unintentional, I may be subject to disciplinary action.

By signing my name below, I acknowledge that I have read and understood the information on this form. I also understand that a copy of this form will be provided to the RSVP volunteer site where I am assigned.

Name (Printed)

Date

Signature